

# **REQUEST FOR QUALIFICATIONS AND PROPOSAL (RFQ) #1617-05**

Gulf County hereby requests and invites qualified individuals and or firms to submit statements of qualifications and proposals in response to advertised RFQ to participate in a competitive process in which Gulf County will select a RESTORE Act Grant Consultant.

Determination of consultant qualifications will be through a selection process and will be based on the consultant's proposal which is to be completed and submitted in accordance with the RFQ specifications and firm's ability to provide the services defined under Sections 5 and 6 below. The RFQ seeks consultant services and technical assistance associated with general guidance and support to Gulf County staff and to advise the commission and staff regarding the various grant programs and processes related to the Resources and Ecosystems Sustainability, Tourist Opportunities, and Revived Economies of the Gulf Coast (RESTORE) Act of 2012. The County, at its sole discretion, intends to award a contract to the party deemed to offer the best qualifications specific to Gulf County, value and probability of success in administration, monitoring and implementation of the various grants through the RESTORE Act and its United State Treasury regulations and compliance requirements.

## **SECTION 1                    INTRODUCTION:**

The Board of County Commissioners, Gulf County, Florida hereby gives notice that it intends to award a contract for the Restore Act Grant Consultant and invites Requests for Qualifications for these services as defined by the laws of the State of Florida.

## **SECTION 2                    GENERAL TERMS AND CONDITIONS**

- A. All responses shall become the property of the County.
- B. **Florida Statutes** 287.087, on Drug Free Work Place, 287.133(3)(a) on Public Entity Crimes, and Section 287.134, on Discrimination, as a whole and/or as shown below will be complied with and will be incorporated as terms of any service contracts entered with Gulf County:

### **287.087. Preference to businesses with drug-free workplace programs:**

In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the products or contractual services that are under proposal a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than 5 days after such conviction.

5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

NOTE: PLEASE INCLUDE YOUR "DRUG FREE" STATUS AS PART OF THE GENERAL COMMENTS IN YOUR PROPOSAL OR WHERE INDICATED IN THE PROPOSAL.

**287.133. Public entity crime; denial or revocation of the right to transact business with public entities:**

(2)(a) A person or affiliate who has been placed in the convicted vendor list following a conviction of a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

**287.134. Discrimination; denial or revocation of the right to transact business with public entities:**

(2)(a) An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract or provide goods and services to a public entity, may not submit a bid on a contract with a public entity for construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not award or perform work as a contractor, supplier, subcontractor, or consultant under contract with any public entity, and may not transact business with a public entity.

- C. Responses are due and must be received in accordance with the instructions given in the public announcement and notice page above.
- D. The County will not reimburse respondent(s) for any costs associated with the preparation and submittal of any responses.
- E. Respondents, their agents and associates shall refrain from contacting or soliciting any County Official and that contact may be made ONLY with the individual(s) in this document for additional information and clarification.
- F. Due care and diligence has been exercised in the preparation of this document and all information contained herein is believed to be substantially correct; however, the responsibility for determining the full extent of the service required rest solely with those making response. Neither the County nor its representative shall be responsible for any error or omission in the responses submitted, nor for the failure on the part of the respondents to determine the full extent of the exposures.
- G. All timely responses meeting the specifications set forth in this document will be considered. However, respondents are cautioned to clearly indicate any deviations from these specifications. The terms and conditions contained herein are those desired by the County and preference will be given to those desired by the County and preference will be given to those responses in full or substantially full compliance with them.
- H. Each respondent is responsible for full and complete compliance with all laws, rules and regulations including those of the Federal Government, the State of Florida and the County of Gulf. Failure or inability on the part of the respondent to have complete knowledge and intent to comply with such laws, rules and regulations shall not relieve any respondent from its obligation to honor its response and to perform completely in accordance with its response.
- I. The County, at its discretion, reserves the right to waive minor informalities or irregularities in any responses, to reject any and all responses in whole or in part, with or without cause, and to accept that response, if any, which in its judgment will be in its best interest.

- J. Awards and invitation to negotiate a contract will be made to the respondent(s) whose submittal is determined upon recommendation of staff and authorization by the Board of Commissioners to be the most advantageous to the County for purposes of Restore Act Grant Consultant Services, taking into consideration those responses in compliance with the requirements as set forth in this document. The Board of County Commissioners reserves the right to reject any and all responses for any reason or make no award whatsoever or request clarification of information from the respondents.
- K. Any interpretation, clarification, correction or change to this document will be made by written addendum issued by the Gulf County Administration. Any oral or other type of communication concerning this document shall not be binding.
- L. Responses must be signed by an individual of the respondent's organization legally authorized to commit the respondent's organization to the performance of the product(s) and/or service(s) contemplated by this document.
- M. Unless otherwise stated in the specifications, the following Insurance Requirements must be met before delivery of goods and services:

1. The consultant(s) providing services under this agreement will be required to procure and maintain, at their own expense and without cost to the County, until final acceptance by the County of all services by the contract, the following type of insurance and as indicated in this RFQ. The policy limits required are to be considered minimum amounts.

The insurance coverage enumerated above constitutes the minimum requirements and shall in no way lessen or limit the liability of the consultant(s) under the terms of a contract(s). Sub-Contractor's insurance shall be the responsibility of the consultant.

2. Professional Liability Insurance: Policy in the amount of \$1,000,000 per claim for consultant services.

3. Workers' Compensation: Coverage is to apply for all employees for statutory limits in compliance with the law of the State of Florida and federal laws. The policy must include Employer' Liability with a limit of \$500,000 each accident, \$500,000 each employee, \$500,000 policy limit for disease.

4. Commercial General Liability: Occurrence Form Required: (Consultant) shall maintain commercial general liability (CGL) insurance with a limit of not less than \$500,000 each occurrence. If such CGL Insurance contains a general aggregate limit, it shall apply separately to this location/project in the amount of \$1,000,000. Products and completed operations aggregate shall be \$1,000,000. CGL insurance shall be written on an occurrence form and shall include bodily injury and property damage liability for premises, operations, independent contractors, products and completed operations, contractual liability, broad form property damage and property damage resulting from explosion, collapse or underground exposures, personal injury and advertising injury. Fire damage liability shall be included at \$100,000.

5. Commercial Automobile Liability Insurance: (Consultant) shall maintain automobile liability insurance with a limit of not less than \$1,000,000 each accident for bodily injury and property damage liability. Such insurance shall cover liability arising out of any auto (including owned, hired, and non-owned autos). The policy shall be endorsed to provide contractual liability coverage.

6. Special Requirements/Evidence of Insurance:

a. A copy of the Consultant's current certificate of insurance MUST be provided with the response to this RFQ. A formal certificate shall be provided upon announcement that a Consultant has been awarded the work as called for in this document. The Certificate(s) shall be signed by a person authorized by that insurer to bind coverage on its behalf. All Certificates of Insurance must be on file with and approved by the County before commencement of any work activities. The formal insurance certificate shall also comply with the following:

- 1) "Gulf County, a Political Subdivision of the State of Florida and its Elected Officials, its Agents, Employees, and Volunteers" shall be name as an "Additional Insured" on all policies except Worker's Compensation.

- 2) The policy shall provide a 30-day notification clause in the event of cancellation or modification to the policy. Gulf County will be given notice prior to cancellation or modification of any stipulated insurance.
- 2.1) In the event the insurance coverage expires prior to the completion of the project, a renewal certificate shall be issued 30-days prior to said expiration date.
- 2.2) Such notification will be in writing by registered mail, return receipt requested, and addressed to the Deputy Administrator, Lynn Lanier, Gulf County Board of County Commissioners, 1000 Cecil Costin Blvd., Room 302, Port St. Joe, Florida 32456.
- b. It is the responsibility of the contractor to insure that all subcontractors comply with all insurance requirements.
- c. It should be remembered that these are minimum requirements, which are subject to modification in response to high hazard operations.
- N. If these services being proposed are contracted for an annual or a semi-annual contract period then Interlocal Agreements between Gulf County Board of County Commissioners, other State or County agencies, the Cities of Port St. Joe and Wewahitchka and the Gulf County School Board, allow those entities to purchase and or engage these services through the County's proposals so long as such purchases will not interfere with the timely delivery services to the County in strict conformity with all specifications of its proposals. Each governmental entity will issue its own purchase orders for all purchases made and will be responsible for all payments thereof. Gulf County reserves the right to direct the successful proposer to prioritize its delivery of goods and services to the County ahead of delivery to other governmental entities purchasing under the County's proposals.
- O. All pages included in or attached by reference to this document shall be called and constitute the proposal as stated on the front page of this documents.

### **SECTION 3                      SPECIAL TERMS, CONDITIONS AND REQUIRMENTS:**

- A. Responding firms must be any individual, firm, partnership, corporation, association, or other legal entity permitted by law to perform the services in the State of Florida for which it is contracted by Gulf County.
- B. The successful respondents shall be required to submit proof of relevant Florida licenses and/or certifications as required by the County and State.
- C. The successful respondents shall be required to demonstrate knowledge of the RESTORE Act guidelines (31 CFR part 34) and the eligibility requirements to apply for and implement RESTORE Act funding.
- D. The successful respondents shall be required to demonstrate experience or knowledge writing RESTORE Act funding grant applications or similar grant applications.
- E. The successful respondents shall be required to demonstrate experience or knowledge administering RESTORE Act funding or similar federal funding programs.
- F. The successful respondents shall be required to demonstrate experience or knowledge of completing federal reporting requirements through federal agencies, such as the U.S. Department of Treasury (including SF-425 Federal Financial Report, SF-PPR Status of Performance Report and Milestones Form, and Operation Self-Assessment Form)
- G. The successful respondents shall be required to demonstrate experience in conducting monitoring of local government and sub-recipients internal controls (according to 2 CFR 200 requirements) and performance.
- H. The successful respondents shall be required to demonstrate experience in completing financial management controls both internally and through federal agencies (ex. U.S. Department of Treasury ASAP Payment System).

- I. The successful respondents shall be required to demonstrate experience in administering similar projects within the stated timetable and budget.
- J. The successful respondents shall be required to enter into a contract that substantially reflects the requirements of the RFQ and normal contract terminology as well as those U.S. Treasury and federal grant guidelines for contractors and consultants to Gulf County under the Restore Act. The County reserves the right to waive/adjust any minor inconsistencies between the RFQ and the finalized contract.
- K. The successful respondents shall hold harmless, indemnify, and defend the County, its commissioners, employees, representatives, and agents, against any claim, action, loss damage, injury, liability, costs and expense of whatsoever kind or nature arising out of or incidental to this work.
- L. The successful respondents shall not be allowed to substitute project team members and or consultants named in this response without the prior written permission of the County.
- M. The successful respondents, prior to the signing of a contract and before starting any work on the Restore Act Grant consulting, shall be required to submit all certificates of insurance and bonds as required by this RFQ.
- N. The respondents shall procure and maintain, and require each joint respondent to procure and maintain, during the life of this proposal, the insurance coverage listed in this RFQ. The policies of insurance shall be primary and written on forms acceptable to the County and placed with insurance carriers approved and licensed by the Insurance Department in the State of Florida and meet a minimum financial A.M. Best & Company rating of no less than A:VII.
- O. The successful respondent/contractor shall acknowledge and accept contract language that affirms the resulting contract will be funded exclusively by RESTORE Act federal grant awards and shall be strictly subject to those terms and conditions of any grant award(s).
- P. The successful respondent/contractor as well as all subcontractors (if permitted by Gulf County) and to be utilized by this Grant Consultant, shall be required to comply with 2 CFR 200.321 requirements for contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.

#### **SECTION 4                      INDEMNIFICATION:**

The County shall be held harmless against any and all claims for bodily injury, sickness, disease, death or personal injury, or damage to property or loss of use of any property or assets resulting therefrom arising out of, or resulting from, the performance of the services, for which, the County is contracting hereunder, provided such is caused in whole or in part by any negligent act or omission of the consultant, or any subcontractor or any of their agents or employees, or arises from job-related injury.

The consultant(s) agrees to indemnify the County and pay the cost of the County's legal defenses, including fees of attorneys as may be selected by the County, for all claims described in the hold harmless clause herein. Such payment on behalf of the County shall be in addition to any and all other legal remedies available to the County and shall not be considered to be the County's exclusive remedy.

It is agreed by the parties hereto that specific consideration will be received by the Awarded Consultant under an agreement and/or contract for this hold harmless/indemnification provision.

#### **SECTION 5                      SCOPE OF PROJECT:**

Gulf County hereby requests and invites qualified individuals and or firms to submit statements of qualifications to participate in a competitive process in which Gulf County will select a Restore Act Grant Consultant to provide consultant services associated with grant writing, administration, technical support, application, monitoring and post-grant requirements of the Restore Act to Gulf County and all Treasury guidelines and federal grant regulations and those additional grant consulting services required of the professional with the Restore Act as required by Gulf County and the U.S. Treasury. Gulf County is requesting proposals from

the qualified parties to provide general guidance and support to Gulf County staff and advise the commission and staff regarding the Resources and Ecosystems Sustainability, Tourist Opportunities, and Revived Economies of the Gulf Coast (RESTORE) Act of 2012. Tasks and expectations of grant consultant services are defined herein below. The County, at its sole discretion, intends to award a contract to the party deemed to offer the best qualifications, value and probability of success in administration, consulting and facilitating Gulf County's grant writing program, monitoring and implementation of the various components of each grants sought and secured through the RESTORE Act.

## **SECTION 6                      SERVICES TO BE PROVIDED BY THE CONSULTANT:**

The selected firm will provide general program guidance, grant writing and application services, administration, monitoring and support to Gulf County staff and commission. Mandatory tasks shall include research of all current and available grant programs, examination of Gulf County's applicability and eligibility, development, grant application and monitoring of Gulf County's various RESTORE Act Grant applications that seek and secure requested funding from the Gulf Coast Ecosystem Restoration Trust Fund (Trust Fund) under the RESTORE Act.

The selected firm will work under the direction of County Staff and Gulf County Restore Coordinator and advise the Commission and staff to facilitate these tasks and best management practices in the grant writing, application and monitoring for these grant programs and projects. The selected firm will ensure consistency between all deliverables including, but not limited to, grant applications and agree to meet all conditions required by the RESTORE Act (31 CFR 34), U.S. Treasury, audit regulations and County regulations and policies. In addition, the firm must demonstrate fluency in relevant federal, state and local laws and ordinances required for grant project implementation including, but not limited to US Department of Treasury Regulations (audit requirements and rules and regulations related to the Gulf Coast Restoration Trust Fund which was established in the Treasury of the United States by the RESTORE Act) and Davis Bacon Act.

The selected firm must demonstrate expertise in grant management and grant-making processes. Applicants must demonstrate extensive knowledge of local environmental and economic factors which impact Gulf County. In-depth understanding and specific expertise in the areas of workforce and tourism development is required.

The selected firm will demonstrate a thorough understanding of the role of the Gulf County RESTORE Act Department and the policies and procedures of the Gulf County Board of County Commissioners and will be required to review information presented to the staff and commission at previous RESTORE Advisory Committee (RAC) meetings including reports as well as all studies and presentations provided to Gulf County by previous consultants since the adoption of the RESTORE Act.

Upon contracting with Gulf County, the selected firm shall be required to perform a series of tasks with grant writing assistance and administering of the Restore Act Grant applications with Gulf County staff and officials and its strict compliance with the RESTORE Act ("Act") guidelines (31 CFR 34) and final U.S. Department of Treasury Regulations ("Rule"); and those tasks include but are not limited to:

- Support Gulf County in its development, writing, application, pre and post monitoring of the Gulf County grants secured as directed by Gulf County RESTORE Coordinator and staff to apply for all funding availabilities associated with the RESTORE Act,
- Identify and develop partnerships and coordinated efforts and program applications with other counties in the region that further enhance Gulf County's grant applications and related planning initiatives,
- Investigate all grant funding sources available under the RESTORE Act for proposed projects, as well as, available leveraging opportunities not provided by the RESTORE Act to facilitate matching of candidate projects to the most relevant funding sources. The selected firm must demonstrate in-depth knowledge of all components available for funding under the Act,

- Support Federal and State team on Gulf restoration related plan development, policies, issues, rules or regulations as directed,
- Regularly report on progress, provide updates to RESTORE Coordinator, Administration and County Attorney and other staff as requested, provide presentations and materials to County as requested and coordinate messaging and strategy development through designated staff,
- Represent Gulf County and interact with federal, state, local and public entities on issues pertaining to RESTORE activities, programs and processes, as necessary,
- Travel to Gulf County, when necessary, to meet with the Board and County staff for the development review, and implementation of Deepwater Horizon Oil Spill restoration related issues. Travel will be reimbursed in accordance with Florida Statutes, Gulf County Policies and terms specific to the negotiated consultant agreement.
- Request such other RESTORE-related assistance as deemed necessary by the County.

### **Grant Writing Tasks**

- Registration with grantsolutions.gov
- Monitor for release of funding opportunity announcements
- Preparation of Federal forms including:
  - SF-424, Cover sheet
  - SF-424A OR SF424C Budget form
  - SF-424D, Assurances
  - Direct Component Financial Assistance application template
  - Restore Act Direct Component Applicant Certifications template
  - Letter authorizing senior official to execute certifications (if not Chief Elected Official)
  - SF-LLL (Lobbying)
- Development of application narratives including:
  - Project Narrative
    - Activity number from Multiyear Implementation Plan (MYIP)
    - Activity name from MYIP
    - Applicant organization
    - Detailed description of proposed activity, funding sources, tasks, timeframes and crosswalk to budget
    - Key personnel
    - Best available science
  - Budget justification including how costs are necessary, reasonable and allocable
- Development of Attachments including:
  - Direct Component Activity Milestones Report
  - Environmental Checklist
  - Direct Component Activity Status of Performance Report template
  - Indirect Cost Rate Agreement or election to use the de minimis rate
  - Map of project area
  - FEMA floodplain map of area
  - Proposed Estimated Useful Life for infrastructure statement and method used
  - Site control documents including title opinion
- Submission through grantsolutions.gov
- Monitoring for bounce backs, Treasury staff requested revisions etc.
- Application revisions as required
- Execution of grant agreement

### **Grant Administration Tasks**

Written Policies and Procedures:

- 200.317-326 Procurement Policies and Contract Provisions
- 200.302 and 200.305 Financial Management
- 2 CFR 200 Subpart E Cost Principles
- 200.112 Conflict of Interest

Financial Controls:

- Invoice Review
- Payments (in ASAP Payment System)
- Disbursement of Funds
- Program Income

Continuing Education:

- Training Workshops (to staff by consultant, and attendance at national conferences)

Reporting:

- Financial Reporting (including SF-425)
- Programmatic Performance Reporting (including SF-PPR)
- Federal Compliance Reporting (Section 3, Davis Bacon, MBE, etc.)
- Subrecipient Reporting
- Closeout Reporting

Record Keeping:

- Access to Records
- Record Retention

Monitoring:

- Self-Monitoring
- Subrecipient Monitoring
- Subrecipient vs. Contractor Determination
- Grantor Monitoring
- OIG Referrals

Procurement:

- Pre-Award
- Post-Award
- Subrecipients vs. Contractor
- Property Standards
- Equipment/Supplies/Services

Amendments/Modifications to Grant Award:

- Project Timelines
- Activity Adjustment
- Budget

Project Closeout:

- Final Reporting
- Amendments/Extensions

Audit:

- 2 CFR 200 Subpart F Requirements
- Audit Objectives
- Audit Submission

- Audit Resolution

## **SECTION 7                    TENTATIVE SUBMISSION, REVIEW, AND CONTRACT AWARD SCHEDULE:**

### **Date**

10/26/16	Advertise for Request for Qualifications in The News Herald and post to Board's Website
11/17/16	RFQ/Proposal Inquiry deadline
12/20/16	RFQ/Proposal Submission Deadline 4:30 p.m.
12/21/16	RFQ/Proposal Opening Date and Time 10:00 a.m.
01/24/17	Proposed recommendation date to Board of County Commission for invitation to negotiate and award of consultant contract <u>if requested</u>
TBD	Presentation by selected Restore Act Grant Consultant Services firms and selection by Board of Commissioners (optional)
TBD	To be determined by Commission Board of County Commissioners: authorization to Administrator for Approval of Contract(s)

Negotiations between the county administrative staff and awarded firm Immediately following recommendation and authorization by the Board of Commissioners Tentatively scheduled for 01/24/17

## **SECTION 8                    RFQ CONTACT INFORMATION:**

Gulf County Board of County Commissioners Administration Office  
 Attention Lynn Lanier, Deputy County Administrator  
 1000 Cecil Costin Blvd., Room 302, Port St. Joe, Florida, 32456  
 Phone: 850-229-6106

## **SECTION 9                    COUNTY SHALL:**

- (1) Make available to RFQ proposers any information and data available in the County's files pertaining to the scope of work and Gulf County Restore Act Department work product and performance to date.
- (2) Upon contract award, pay fees and other compensation computed in accordance with a fee schedule to be incorporated in final contract.
- (3) Decide and dispose of all claims, questions and disputes arising under this Consultant's contract, through the County Administrator.
- (4) Reserve the right to audit the records of the awarded RFQ proposer during normal business hours, 8 a.m. to 5 p.m., related to this RFQ at any time during the contract period and for a period of three 3 years after final payment is made. The awarded proposer shall provide copies of any records related to this RFQ's contract solely at the cost of reproduction.

## **SECTION 10                    AWARDED RFQ PROPOSER SHALL:**

- (1) Perform all consultant services identified in the RFQ's scope of work to current consultant standards of the applicable discipline.

- (2) Maintain an adequate staff of qualified personnel.
- (3) Ensure that all work meets all current federal, state and local laws or ordinances applicable to the work.
- (4) Cooperate fully with the County in the scheduling and coordination of all phases of the consultancy work.
- (5) Cooperate and coordinate with other Public Entities and/or County consultants, as directed by the County.
- (6) Report the status of the work to the County upon request and hold pertinent data, reports, correspondence and records open to the inspection of the County or its authorized agent at any time.
- (7) Perform any additional work required for a particular request and assignment as deemed necessary.
- (8) Have approval from the County in writing prior to commencement of any additional services.
- (9) Agree that all reports, specifications and grant applications, ordinances, studies, maps and other work products developed by the grant consultant shall become the property of the County without restrictions or limitations and shall be made available at any time upon request to the County.

## **SECTION 11                    REQUIRED RESPONSE CONTENT & CRITERIA FOR EVALUATIONS:**

The following RFQ response outline (11.1 through 11.9) shall provide the required content, format and criteria that will be utilized in evaluating each submission:

### **SECTION 11.1                RESPONSE FORMAT CRITERIA:**

The following criteria are shown below and shall include all proposers' sub-consultants information and must be submitted in the following format. During this RFQ process, any intentional omissions, alterations, or false representations will be grounds for rejection of any proposal. The County strictly enforces open and fair competition in its RFQ's. A public entity crimes statement has been requested of any awarded proposers. During the RFQ process, questions or requests for additional information concerning this RFQ shall be directed exclusively to the County contact listed in Section 8 and not to other county staff members or elected officials and shall be in written format (email, fax, letter, etc).

To facilitate effective evaluation by the County, proposals are to be a maximum of fifty (50) pages. Index documentation, sectional dividers, and front and back covers will not be counted toward the total. An executive summary, not to exceed three (3) additional pages may also be included in the proposal. Late Proposals will be returned unopened or will be destroyed if advised by proposer, in writing. Evaluation and selection will occur in accordance with tentative schedule in Section 7 or at a time and place to be determined. At the discretion of the County, proposers may be asked to give short presentations/interviews as part of the selection and ranking process. All consultant's RFQ responses shall include both a technical and cost proposal, failure to comply with these criteria shall be grounds for rejection of the bidders submission.

### **SECTION 11.2                RESTORE ACT UNDERSTANDING/PROJECT APPROACH:**

RFQ submittals shall provide a comprehensive narrative statement that illustrates their understanding of the requirements of the projects and the grant consultant services sought by Gulf County.

- a) Describe understanding of Restore Act and proposed Gulf County project scope;
- b) Describe recommended Gulf County project approach;
- c) Describe recommended Quality Assurance and Technical Procedures to be utilized to implement the recommended project approach specific to Gulf County;

### **SECTION 11.3                ORGANIZATION AND ABILITY OF CONSULTANT AND STAFF:**

- a) Illustrate the proposer's organizational chart as it relates to grant consultant services categories listed in Sections 3 and 5 of this RFQ, indicating key personnel and their relationship to project categories, especially the Project Manager and or Grant Consultant.

- b) Indicate the general and specific project related capability, including training and experience of all the proposed staff, and indicate the adequate depth and abilities from within the organization which can be drawn upon as needed, to include management, technical, and support staff.

**SECTION 11.4            RELEVANT FIRM EXPERIENCE:**

**Qualifications and Experience of Firm and Sub-consultants/Staffing**

- a) Company/firm background.
- b) Related Services and Experience in development of grant consultant projects (last ten years) analogous to those services sought under the Treasury Rule and RESTORE Act.
- c) Project Description – Description of project(s) completed in the last ten (10) years having similar or greater relative size and complexity as the proposed subject.
- d) Include minimum of one paragraph about each member of the project team including role in this proposed work and relevant knowledge and experience they bring to the team.

**SECTION 11.5            MANAGEMENT PLAN FOR THE GRANT CONSULTANT SERVICES:**

- a) Describe in-house capabilities of your firm to provide project scheduling and management plan to meet the established goals and objectives of Gulf County’s RESTORE Act Grant applications as well as other project management control systems, or other similar capabilities.

**SECTION 11.6            REFERENCES AND CURRENT ASSOCIATIONS RELATED TO RESTORE ACT:**

- a) Provide a list of all associations and representation related specifically to the RESTORE Act with governmental entities entered since 2012.
- b) Current and projected workload related to RESTORE Act grant consultant services and obligations other than Gulf County.
- c) Consultant to provide five (5) references from clients of similar projects completed in the last ten (10) years.
- d) State the volume in the past 5 years of contracts with government agencies (single line of information per contract.)

**SECTION 11.7            LOCATION:**

- a) State the proposing firm’s location and accessibility throughout the project term.

**SECTION 11.8            COST PROPOSAL:**

- a) The proposal must indicate a fee structure or rate for consultant services for the grant consultant services and the list of related services and scope of work itemized by Sections 3 and 5 of this RFQ.

**SECTION 11.9            PRESENTATION (OPTIONAL TO THE BOARD OF COMMISSIONERS):**

- a) The Gulf County Board of County Commissioners reserves the right and ability to require selected proposers to participate in presentations (optional to the Board) and or interviews to meet with the county administrative staff; or to submit technical or other additional information to its proposal as may result from the initial presentations and RFQ submissions.

**SECTION 12            SELECTION PROCESS AND CRITERIA:**

After receipt and review of the proposals and at the discretion of the County and administrative staff, proposers may be asked to give short presentations/interviews as part of the selection process. Proposals shall be reviewed

by the staff. Negotiations for a contract shall follow the award and invitation to negotiate has been authorized by the Board and or delegated to the County Administrator.

**SECTION 13                      CONTRACT NEGOTIATIONS AND EXECUTION:**

The County will review and qualify the submitted proposals for this RFQ. Selection of the firms and negotiations of the service contract for Restore Act consultant services shall follow those procedures adopted by the Gulf County Board of County Commissioners. The County may require selected proposer to submit technical or other additional information to its proposal as may result from negotiations.

Negotiation of contract for services shall follow the initial selection process with selected firm. Should a satisfactory contract not be achievable with the selected proposer, then the next recommended proposer shall be notified and negotiations for a contract shall begin and so on.

Following negotiations, the recommended firm and contract will be submitted for final review to the County Administrator and County Attorney prior to authorized execution and approval by the Board.

**FORM FOR ANY AND ALL ADDENDUMS TO BE ADDED TO THIS RFQ BY GULF COUNTY**

**DATE:**                      \_\_\_\_\_, 20\_\_\_\_

**BID NO.:**                **1617-05**

**Project:**                **CONSULTANT SERVICES FOR RESTORE ACT GRANT CONSULTANT**

**Owner:**                Gulf County Board of County Commissioners  
Attn: Lynn Lanier, Deputy County Administrator  
1000 Cecil Costin Blvd, Room 302, Port St. Joe, Florida, 32456

1. Each submittal shall include **one (1) original and three (3) copies** of the proposal. Proposals must be delivered to Gulf County Clerk Office, 1000 Cecil Costin Blvd, Room 302, Port St. Joe, Florida, 32456, so as to reach said office no later than \_\_\_\_\_, and thereafter opened on \_\_\_\_\_.

If you have any questions or comments regarding this addendum, contact:

Deputy Administrator, Lynn Lanier, Gulf County Board of County Commissioners, 1000 Cecil Costin Blvd., Room 302, Port St. Joe, Florida, 32456; Phone: 850-229-6106; or by E-Mail: [llanier@gulfcounty-fl.gov](mailto:llanier@gulfcounty-fl.gov)

**ACKNOWLEDGE RECEIPT OF THIS ADDENDUM BY:**

**COMPLETING BELOW INFORMATION AND FAXING TO: (850) 229-6174 \_\_\_\_\_.**

\_\_\_\_\_  
COMPANY NAME (PRINT)

\_\_\_\_\_  
REPRESENTATIVE (PRINT)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PHONE #

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
EMAIL